

Property Bond Checklist for Attorneys

We have prepared this checklist to assist you in the preparation and filing of an Agreement to Forfeit Property (Property Bond).

The Case Administrator will initially prepare the Agreement to Forfeit Property. You must:

- ☐ Submit the complete legal description of each parcel of property to be used as collateral for the bond to the Case Administrator. The Assessor's abbreviated legal description will not be accepted.
- ☐ You will receive the original Agreement to Forfeit Property from the Case Administrator. You must obtain the signatures of both the defendant and the property owner(s).

NOTE: The Deed of Trust must be reviewed by the Court before it is recorded.

- ☐ Return the original signed Agreement to Forfeit Property with the attached supporting documents:
 - ☐ Verification of ownership of property:
 - Copy of title to property; or
 - Copy of Statutory Warranty Deed.
 - ☐ Documentation which verifies equity, liens, value, etc. of property:
 - Original Title Report prepared by Title Company; or
 - Original Affidavit signed by property owner(s) stating equity in property accompanied by:
 - A copy of the property tax statement; or
 - An original statement signed by a real estate agent or appraiser verifying property value.
 - ☐ The Deed of Trust shall be recorded in the county where the property is located prior to the release of the defendant. A recorded Deed of Trust naming the Clerk of the U.S. District Court as Trustee and the United States of America as Beneficiary.

The Court retains the original Deed of Trust.

The Defendant will not be released until the Court has confirmed that all conditions of release have been met pursuant to the Order Setting Conditions of Release.

If you have any questions, contact the U.S. District Court Clerk's Office.

Spokane: 509-458-3400

Yakima: 509-573-6600

Richland: 509-376-7262